



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Recruiting Bulletin**

ISSUE DATE: March 9, 2009
CLOSING DATE: Open Continuous

Recruiting Bulletin No: **09-2599-007**
Chicago Regional Census Center
Chicago, IL

Regional Technician GG-0301

Grade and Salary Range:
Grade 7: \$38,117 - \$54,171
Grade 9: \$46,625 - \$66,260
Grade 11: \$56,411 - \$80,162

Locality Pay Table by each location. Visit OPM website for salary tables: <http://opm.gov/oca/09tables/>

NOTE: This bulletin will be open a minimum of 10 days. Qualified applicants will be referred to selecting officials as requested.

Number of Vacancies: FEW

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A Excepted Service appointment with a Not-to-Exceed date of 9/25/2010. It may be extended beyond 9/25/2010 if agency needs arise.

WHO MAY APPLY: Internal – Current Census Employees within the Chicago Region.
All current census employees serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive) appointment within the Chicago region.

DUTY LOCATION: Within the Chicago Region, throughout the states of Illinois, Indiana and Wisconsin

• Applicants must submit an OF-306 with the application. Please visit OPM website:
http://www.opm.gov/forms/pdf_fill/of0306.pdf

Please note: *All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting.*

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned regional office for the 2010 Census. Working under specific direction from the regional office, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and regional office or as a technical/procedural specialist in a variety of areas. He/she must be able to

perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the regional office and/or the LCO.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

GG-07: Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles. **OR**

Education: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-09: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles. **OR**

Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-11: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles. **OR**

Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.
2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation and recruiting or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, contact Jodi Wysocki at 312-454-2700.

HOW TO APPLY: HOW TO APPLY: (Please Follow the 3 steps outlined below)

STEP 1: Each applicant must submit any of the following:

- A. Optional Application for Federal Employment, OF-612
- B. A resume for this position listing your duties and accomplishments relating to the job for which you are applying
- C. SF-171, Application for Federal Employment (this form is obsolete but may be used)

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant wishes to be considered at all grade levels 7, 9 and 11, they would submit THREE separate and complete application packets indicating on the paperwork which grade each application.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling 312-454-2700.

Step 2: Submit an application package/s. If you are submitting an OF-612, you may visit the OPM web site to download the form: http://www.opm.gov/forms/pdf_fill/of612.pdf. Include your completed OF-306 as indicated on page one of this bulletin. http://www.opm.gov/forms/pdf_fill/of0306.pdf

Step 3: Include your responses to the Evaluation criteria

Send all complete application information to: (facsimile and e:mail applications will not be accepted):

**U.S. Census Bureau
Chicago Regional Census Center
500 W Madison
Suite 1600
Chicago, IL 60661
ATTN: Jodi Wysocki – Human Resource Specialist**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Census Bureau does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, marital status, disability, age, membership in an employee organization, or other non merit factor.